Subject: In a Nutshell: Fall Product Troop Orders due October 26!
Preheader: We hope your troop has reached its goal!

girl scouts of wisconsin southeast



Fall Product Troop Orders due October 26!

We hope your troop has reached its goal! More than 2,000 Girl Scouts have earned troop proceeds, Program Activity Credits, and more! Great job Girl Scouts!

Final troop orders are due Monday, October 26.

Important Reminders

- Girl Scouts should enter any paper order form totals by end of day Friday, October 23 in their own M2 online site. This will flow into the troop order. They will not be able to edit after midnight on October 23.
- Troop Fall Product Managers can only edit or enter Girl Scout paper order totals October 24-26.
- All online orders (girl delivery and direct ship) are automatically entered.

Troop Fall Product Manager Checklist by October 26:

- Make sure all Girl Scouts who used a paper order card have entered the totals from their order card into M2.
- If families do not enter their order card totals by 11:59 p.m. on Friday, October 23, only the Fall Troop Product Manager can enter those orders October 24-26 until 11:59 p.m.
- Confirm all Girl Scouts have entered all their earned reward choices.
- M2 should have prompted you to choose a product pick-up site. If you have not yet chosen a site, click on "Manage Troops and Girl Scouts" on your dashboard and click the "+" sign next to your troop and select "Product Pickup."

VIDEO - HOW TO CHOOSE DELIVERY SITE

Enter or Edit Paper Order Card Totals October 24-26

- Click on "Paper Order Entry" on the M2 dashboard and click the "+" sign next to the Girl Scout and enter paper order card TOTALS of each item. These totals can be edited until 11:59 p.m. on Monday, October 26.
- Reminder: Only orders taken with a paper order card need to be manually entered. Online orders (in-person online or direct ship) do NOT need to be entered into M2. The system will automatically count those totals.

To Enter Reward Choices for Girl Scouts Who Have NOT Selected:

- Click on "Rewards" on the M2 dashboard and then "earners"
- Any Girl Scout listed with a triangle and "!" is missing a choice.
- Click the row of the Girl Scout with the missing choice and then "select reward"
- Any Girl Scouts without choices submitted in M2 will receive Program Activity Credits

VIDEO – HOW TO ENTER GIRL SCOUT REWARDS

Miss your order?

All troop orders are final after October 26. Please confirm all your Girl Scouts have submitted correct order totals. Contact customercare@gswise.org immediately if an order was missed. There will be a limited supply of extra product available.

Don't go nuts! Ask us.

If you need assistance, reach out to our Fall Product experts at (800) 565-4475 or **customercare@gswise.org**.